

Medical Officer of Health/Chief Executive Officer Position Description

Position Summary:

The Medical Officer of Health (MOH)/Chief Executive Officer (CEO) reports to the Board of Health, and provides leadership for, and oversight of, all Health Unit programs, including the public health programs and services, outlined in the Ontario Public Health Standards. The MOH/CEO is responsible for meeting all statutory requirements under the Health Protection and Promotion Act and other relevant legislation. They also ensure that the organization functions effectively and efficiently, and adheres to the requirements of the Ontario Ministry of Health Public Health Accountability Agreement. The MOH/CEO engages with multiple sectors, partners, communities, priority populations and citizens.

Key Responsibilities:

Board of Health

- Advise the Board on all matters related to the protection and promotion of the health of the public and the strategic management and operation of the agency.
- Accountable to the Board for the efficient and effective provision of programs and services.
- Ensure the Board of Health is apprised of the health status of the LGL population, and the performance of current programs and services of the Health Unit.
- Support Board and Board Committees with information to function effectively in their fiduciary, strategic, and accountability functions.
- Ensure that the Board receives regular financial reports, and is aware of any financial liability incurred by the Health Unit.

Public Health Leadership

- Accountable for the effective and efficient implementation of program requirements as outlined in the Ontario Public Health Standards program standards.
- Provide leadership and advice to partners and the community on health promotion, health protection, and disease and injury prevention.
- Oversee the development of the Health Unit Strategic Plan, and communicate the strategic direction and vision for the Health Unit to a wide range of stakeholders.

- Ensure that the legislated responsibilities, under the Health Protection and Promotion Act (HPPA) and other relevant public health related legislation, are effectively discharged.
- Provide leadership to management in the fields of health promotion, health protection, disease and injury prevention, and in the planning and evaluation of services and programs.
- Ensure a culture of quality and continuous organizational self-improvement that underpins programs and services and public health practice, and demonstrates transparency and accountability to clients, the public, and other stakeholders.
- Ensure collaboration with municipalities, education, health and other relevant stakeholders in decreasing health inequities.
- Ensure meaningful and culturally appropriate engagement with Indigenous communities and organizations, as well as with First Nation communities striving to reconcile jurisdictional issues.
- Ensure an appropriate preparation and timely response to a community public health incident/emergency.
- Ensure an effective system for 24/7 response to requirements in the Infectious and Communicable Diseases Prevention and Control standard, Safe Water Standard, and participate in the on-call program, as required.
- Collaborate with the Office of the Chief Medical Officer of Health on policy direction and the delivery of public health programs and services.
- Collaborate with other public health units in East Ontario, and across the rest of the province.
- Collaborate with the health system, including Ontario Health Teams in LGL, Ontario Health, and primary care providers.
- Provide advice to health professionals on communicable disease control and other public health topics.
- Network effectively with elected officials, bureaucrats, related government agencies and professional organizations and associations.
- Act as a spokesperson on important public health issues with the media, and as necessary, in collaboration with partner agencies.
- Provide appropriate oversight on education to the public regarding matters that are important to the public's health.
- Interpret Provincial/Federal regulations, standards, policies and guidelines of the Health Unit to public health staff, partners and the public.
- Provide clinical oversight for delegated medical acts through Medical Directives.

Administrative Leadership

- Accountable for the effective and efficient implementation of the Organizational Requirements as outlined in the Ontario Public Health Standards.
- Accountable for the development and implementation of a Board of Health Annual Service Plan and Budget Submission to the Ministry of Health. Ensure the timely submission of quarterly financial reports, annual settlement reports, and other financial reports to the Ministry of Health, as requested.
- Ensure the effective and efficient planning, management and evaluation of the Health Unit's services and programs, using an evidence-based decision making approach.
- Ensure clear and realistic goals, activities, and timelines for the Strategic Leadership Team (SLT), in accordance with the Strategic Plan and the Ontario Public Health Standards (OPHS).
- Work collaboratively with the Directors to ensure the OPHS, and other Programs and Functions are implemented as planned, adjusting as needed during the year.
- Implement required measures for communicable disease control and health protection under the HPPA.
- Provide appropriate oversight and direction to the Directors, Finance and Property Manager (*currently under review*), and the MOH Executive Assistant.
- Ensure that the provincial program/service budget and program plans, and financial and reporting requirements are met in a timely manner.
- Ensure Employer obligations under the Occupational Health and Safety Act are achieved and that activities are in accordance with the Act. Serve as a role model for staff by working in compliance with the Act.
- Ensure employer obligations under the Privacy of Information Act are met as Health Information Custodian.
- Work with the management team and staff to develop and role model a positive culture in the workplace.

General

- Adhere to the Health Unit Code of Conduct and work within the policies and procedures of the Health Unit.
- Work professionally with clients and partners in accordance with the Health Unit's mission, vision, and values.
- Work constructively and contribute to a harmonious and effective work environment.
- Handle their work in a professional manner with tact, diplomacy and maintain confidentiality with all information that is private and/or personal, or personal health related.
- Work collaboratively in a team environment, as well as independently, with minimal supervision.

Educational and Professional Qualifications:

- A valid licence to practice medicine in Ontario
- Fellowship in Community Medicine of the Royal College of Physicians and Surgeons of Canada, or its equivalent
- Member in good standing with the Ontario Medical Association is recommended
- Eligible to be a member of the Council of Medical Officers of Health in Ontario

Experience:

- Oversight of financial reporting, human resources and labour relations functions.
- Working in collaboration with a variety of partners, including municipalities, health care, education and community organizations.
- Experience with communicable disease control, health hazard investigation and response, and developing and implementing population level health promotion, disease and injury prevention, and health protection programs.
- Experience in incident and emergency response within an incident management structure.
- Experience in the determinants of health and taking a community centred approach to public health.
- Experience in media and public relations.

Required Skills:

Specialized Knowledge/Skills/Abilities:

- Demonstrated leadership, management, team and consensus building, supervisory and participative skills.
- Demonstrated strong communication (oral and written), interpersonal, media relations, and client-service skills.
- Demonstrated knowledge and understanding of pertinent federal, provincial and municipal legislation, regulations and guidelines.
- Strong initiative, dependability, creativity, and attention to quality of work skills and abilities.
- Demonstrated political acumen and ability to manoeuvre within the political and legal context of public health.
- Advanced skills in planning, organizing, multi-tasking, analytical, risk management and problem-solving skills.
- Knowledge of, and skills related to, population health assessment and effective public health practice, including continuous quality improvement.
- Knowledge of, and skills in, the principles and practice of community health promotion, disease prevention, health protection, and health equity.

General

- Knowledge and proficiency in use of the Internet and various computer programs in a Windows environment;

Other Requirements:

- Satisfactory criminal record check;
- Current immunization in accordance with Health Unit Policy V-685, including annual influenza and complete COVID-19 vaccination;
- Valid driver's licence and access to transportation.

Incumbent's Name (please print):

Board of Health Chair Name (please print):

Incumbent's Signature:

Board Chair's Signature:

Date: _____

Date: _____